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Location

Assessment Part One

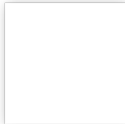
Training

Is training provided for each person newly assigned to a job?

☐ Yes ☐ No ☐ N/A

Does initial training include a thorough review of hazards and accidents associated with the job?

☐ Yes ☐ No ☐ N/A



Is adequate instruction in the use of personal protective equipment provided?

☐ Yes ☐ No ☐ N/A

Is training for the use of emergency equipment provided?

☐ Yes ☐ No ☐ N/A

Are workers knowledgeable in the "Right to Refuse" procedures?

☐ Yes ☐ No ☐ N/A

Environment

Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?

☐ Yes ☐ No ☐ N/A

Is the rain/cold weather gear that is provided comfortable, and light enough so as not to constitute a hazard?

☐ Yes ☐ No ☐ N/A

Are work surfaces and grip surfaces safe when wet?

☐ Yes ☐ No ☐ N/A

Do workers know the symptoms of heat cramps/heatstroke, or frost bite/hypothermia?

☐ Yes ☐ No ☐ N/A

Work Process

Are repetitive motion tasks properly paced and kept to a minimum?

☐ Yes ☐ No ☐ N/A

Are the material safety data sheets placed in locations accessible to all employees?

☐ Yes ☐ No ☐ N/A

Are hazards signalled by signs and tags?

☐ Yes ☐ No ☐ N/A

Have all trucks, forklifts and other equipment been inspected and maintained?

☐ Yes ☐ No ☐ N/A

Are lockout or tagout procedures in place and followed?

☐ Yes ☐ No ☐ N/A

Is ventilation equipment working effectively?

☐ Yes ☐ No ☐ N/A

Is the fume and dust collection hood working effectively?

☐ Yes ☐ No ☐ N/A

Are the safety showers and eye wash stations in the proper locations and in good working condition?

☐ Yes ☐ No ☐ N/A

Fire Emergency Procedures

Is there a clear fire response plan posted for each work area?

☐ Yes ☐ No ☐ N/A

Do all workers know the plan?

☐ Yes ☐ No ☐ N/A

Are drills held regularly?

☐ Yes ☐ No ☐ N/A

Are fire extinguishers chosen for the type of fire most likely in that area?

☐ Yes ☐ No ☐ N/A

Are there enough extinguishers present to do the job?

☐ Yes ☐ No ☐ N/A

Are extinguisher locations conspicuously marked?

☐ Yes ☐ No ☐ N/A

Are extinguishers properly mounted and easily accessible?

☐ Yes ☐ No ☐ N/A

Are all extinguishers fully charged and operable?

☐ Yes ☐ No ☐ N/A

Are special purpose extinguishers clearly marked?

☐ Yes ☐ No ☐ N/A

Means of Exit

Are there enough exits to allow prompt escape?

☐ Yes ☐ No ☐ N/A

Do employees have easy access to exits?

☐ Yes ☐ No ☐ N/A

Are exits unlocked to allow egress?

☐ Yes ☐ No ☐ N/A

Are exits clearly marked?

☐ Yes ☐ No ☐ N/A

Are exits and exit routes equipped with emergency lighting?

☐ Yes ☐ No ☐ N/A

Warehouse and Shipping

Are dock platforms, bumpers, stairs and steps in good condition?

☐ Yes ☐ No ☐ N/A

Are light fixtures in good condition?

☐ Yes ☐ No ☐ N/A

Are all work areas clean and free of debris?

☐ Yes ☐ No ☐ N/A

Are stored materials properly stacked and spaced?

☐ Yes ☐ No ☐ N/A

Are tools kept in their proper place?

☐ Yes ☐ No ☐ N/A

Are there metal containers for oily rags and for rubbish?

☐ Yes ☐ No ☐ N/A

Are floors free of oil spillage or leakage?

☐ Yes ☐ No ☐ N/A

Is absorbent available for immediate clean-up of spills and leaks?

☐ Yes ☐ No ☐ N/A

Are all flammable and combustible products stored appropriately? For example: Are Class I (one) flammable products (as per NFPA or your local fire code) stored in Class I approved buildings or outside the warehouse?

☐ Yes ☐ No ☐ N/A

Loading/Unloading Racks

Are steps, railings and retractable ramps on raised platforms in good repair?

☐ Yes ☐ No ☐ N/A

Is piping and in-line equipment in good condition and free of leaks?

☐ Yes ☐ No ☐ N/A

Are loading arms operating satisfactorily?

☐ Yes ☐ No ☐ N/A

Do submerged filling two-stage valves operate properly?

☐ Yes ☐ No ☐ N/A

Are bonding and grounding cables free of breaks or damage?

☐ Yes ☐ No ☐ N/A

Are connections tight and sound?

☐ Yes ☐ No ☐ N/A

Is the general condition of wiring and junction boxes, etc. in good condition (visual inspection)?

☐ Yes ☐ No ☐ N/A

Lighting

Is the level of light adequate for safe and comfortable performance of work?

☐ Yes ☐ No ☐ N/A

Does lighting produce glare on work surfaces, monitors, screens and keyboards?

☐ Yes ☐ No ☐ N/A

Is emergency lighting adequate and regularly tested?

☐ Yes ☐ No ☐ N/A

Machine Guards

Are all dangerous machine parts adequately guarded?

☐ Yes ☐ No ☐ N/A

Do machine guards meet standards?

☐ Yes ☐ No ☐ N/A

Are lockout procedures followed when performing maintenance with guards removed?

☐ Yes ☐ No ☐ N/A

Electrical

Are all machines properly grounded?

☐ Yes ☐ No ☐ N/A

Are portable hand tools grounded or double insulated?

☐ Yes ☐ No ☐ N/A

Are junction boxes closed?

☐ Yes ☐ No ☐ N/A

Are extension cords out of the aisles where they can be abused by heavy traffic?

☐ Yes ☐ No ☐ N/A

Is permanent wiring used instead of extension cords?

☐ Yes ☐ No ☐ N/A

Please proceed to the next section.

Assessment Part Two

Tools and Machinery

Are manufacturers' manuals kept for all tools and machinery?

☐ Yes ☐ No ☐ N/A

Do power tools conform to standards?

☐ Yes ☐ No ☐ N/A

Are tools properly designed for use by employees?

☐ Yes ☐ No ☐ N/A

Are defective tools tagged and removed from service as part of a regular maintenance program?

☐ Yes ☐ No ☐ N/A

Are tools and machinery used so as to avoid electrical hazards?

☐ Yes ☐ No ☐ N/A

Is proper training given in the safe use of tools and machinery?

☐ Yes ☐ No ☐ N/A

Confined Spaces

Are the confined space procedures and training available and followed by all involved?

☐ Yes ☐ No ☐ N/A

Are entry and exit procedures adequate?

☐ Yes ☐ No ☐ N/A

Are emergency and rescue procedures in place (e.g. trained safety watchers)?

☐ Yes ☐ No ☐ N/A

Housekeeping

Is the work area clean and orderly?

☐ Yes ☐ No ☐ N/A

Are floors free from protruding nails, splinters, holes and loose boards?

☐ Yes ☐ No ☐ N/A

Are aisles and passageways kept clear of obstructions?

☐ Yes ☐ No ☐ N/A

Are permanent aisles and passageways clearly marked?

☐ Yes ☐ No ☐ N/A

Are covers or guardrails in place around open pits, tanks and ditches?

☐ Yes ☐ No ☐ N/A

Floor and Wall Openings

Are ladder-ways and door openings guarded by a railing?

☐ Yes ☐ No ☐ N/A

Do temporary floor openings have standard railings or someone constantly on guard?

☐ Yes ☐ No ☐ N/A

Stairs, Ladders and Platforms

Are stairs and handrails in good condition?

☐ Yes ☐ No ☐ N/A

Are ladders free of defects?

☐ Yes ☐ No ☐ N/A

Are ladders set up properly before use?

☐ Yes ☐ No ☐ N/A

Are the elevated platforms properly secured and do they have handrails?

☐ Yes ☐ No ☐ N/A

Elevating Devices

Are elevating devices used only within capacity?

☐ Yes ☐ No ☐ N/A

Are capacities posted on equipment?

☐ Yes ☐ No ☐ N/A

Are they regularly inspected, tested and maintained?

☐ Yes ☐ No ☐ N/A

Are controls of the "dead man" type?

☐ Yes ☐ No ☐ N/A

Are operators trained?

☐ Yes ☐ No ☐ N/A

Sound Level/Noise

Are regular noise surveys conducted?

☐ Yes ☐ No ☐ N/A

Is hearing protection available and used properly?

☐ Yes ☐ No ☐ N/A

Temporary Work Structures

Are temporary work structures used only when it is not reasonably practicable to use permanent ones?

☐ Yes ☐ No ☐ N/A

Are excavations properly shored, free of large objects (rocks, etc.) at the edges?

☐ Yes ☐ No ☐ N/A

Employee Facilities

Are facilities kept clean and sanitary?

☐ Yes ☐ No ☐ N/A

Are facilities in good repair?

☐ Yes ☐ No ☐ N/A

Are cafeteria facilities provided away from toxic chemicals?

☐ Yes ☐ No ☐ N/A

Are hand washing facilities available?

☐ Yes ☐ No ☐ N/A

Medical and First Aid

Do all employees know how to get first aid assistance when needed?

☐ Yes ☐ No ☐ N/A

Do the first-aiders know when and to which hospital or clinic an injured person should be taken?

☐ Yes ☐ No ☐ N/A

Are there employees trained as first-aid practitioners on each shift worked?

☐ Yes ☐ No ☐ N/A

Are first-aid kits provided as per jurisdiction's first-aid regulations?

☐ Yes ☐ No ☐ N/A

Are first-aid supplies replenished as they are used?

☐ Yes ☐ No ☐ N/A

Personal Protective Equipment (PPE)

Is required equipment provided, maintained and used?

☐ Yes ☐ No ☐ N/A

Does equipment meet requirements?

☐ Yes ☐ No ☐ N/A

Is it reliable?

☐ Yes ☐ No ☐ N/A

Is personal protection utilized only when it is not reasonably practicable to eliminate or control the hazardous substance or process?

☐ Yes ☐ No ☐ N/A

Are the areas requiring PPE usage properly identified by warning signs?

☐ Yes ☐ No ☐ N/A

Materials Handling and Storage

Is there safe clearance for all equipment through aisles and doors?

☐ Yes ☐ No ☐ N/A

Is stored material stable and secure?

☐ Yes ☐ No ☐ N/A

Are storage areas free from tipping hazards?

☐ Yes ☐ No ☐ N/A

Are only trained operators allowed to operate forklifts?

☐ Yes ☐ No ☐ N/A

Is charging of electric batteries performed only in designated areas?

☐ Yes ☐ No ☐ N/A

Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock to rail car?

☐ Yes ☐ No ☐ N/A

Are necessary warning devices and signs in use for railway sidings?

☐ Yes ☐ No ☐ N/A

Are specifications posted for maximum loads which are approved for shelving, floors and roofs?

☐ Yes ☐ No ☐ N/A

Are racks and platforms loaded only within the limits of their capacity?

☐ Yes ☐ No ☐ N/A

Are chain hoists, ropes and slings adequate for the loads and marked accordingly?

☐ Yes ☐ No ☐ N/A

Are slings inspected daily before use?

☐ Yes ☐ No ☐ N/A

Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use?

☐ Yes ☐ No ☐ N/A

Are pallets and skids the correct type and inspected?

☐ Yes ☐ No ☐ N/A

Do personnel use proper lifting techniques?

☐ Yes ☐ No ☐ N/A

Is the size and condition of containers hazardous to workers?

☐ Yes ☐ No ☐ N/A

Are elevators, hoists, conveyors, balers, etc., properly used with appropriate signals and directional warning signs?

☐ Yes ☐ No ☐ N/A

Sign Off

Completed by:



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